

PROGRAM - MARAC      FALL 1980 CONFERENCE      LANCASTER, PENNSYLVANIA, OCTOBER 30 - NOVEMBER 1

THURSDAY, OCTOBER 30

3:00 p.m.      Hospitality suite opens

7:30 p.m.      Baltimore Region Institutional Studies Center outreach presentation

8:30 p.m.      Pittsburgh Symphony Pops Concert at Millersville

FRIDAY, OCTOBER 31

8:00-8:45      Registration and Coffee

9:00-10:00      Keynote Address  
Tom Hickerson, Cornell University Archives  
Title: A National System for Archival Information: Problems and Prospects

10:15-11:30      A. Starting a Small Archives

A survey of all the aspects an archivist must consider when developing an archives program on a small scale including an overview of arrangement, description, security, and other basic archival practices.

Chair: Vernon Nelson, Archivist, Moravian College  
Speakers: Robert Coley, Special Collections, Millersville State College  
Claudette John, INA Archives

B. Finding Aids

An introduction to the various types of finding aids and the merits of each. Participants as well as discussion leaders will be advised to prepare descriptions of collections to be used as models.

Chair: Jackie Benner, Technical Library, Naval Air Development Center  
Speaker: Rick Strassberg, Labor-Management Documentation Center,  
Cornell University Archives

C. New Technologies - Themes and Theories

Computers offer archivists a tool to provide control and more timely access to the information content of records. This panel offers historians and archivists the opportunity to discuss their needs and problems with information scientists, identifying issues and building theoretical approaches to satisfactory answers based on information science.

Moderator: Lawrence McCrank, University of Maryland  
Speakers: Ted Durr, Baltimore Region Institutional Studies Center  
Karen Levitan, National Science Foundation  
Commentator: Charles Dollar, National Archives Records Service

D. Conservancy: Legal Aspects of Registration of Property

A discussion of the specific problems of repositories of records documenting buildings and local history caused by the upsurge of interest in local history within the last decade.

Chair: John Snyder, Historic Preservation Trust of Lancaster  
Speakers: Terry McNealy, Bucks County Historical Society  
Cathy Auerbach, Bucks County Conservancy



11:45-1:00

SESSION GROUP II

A. Oral History Records

This session will deal with the relationship of archival programs to oral history projects - their complimentary and intertwining nature. The role of archivist as activist as well as the technical aspects of oral history collections will be discussed.

Chair: Adele Lerner, NY Hospital-Cornell Medical Center  
Speakers: Pam Henson, Oral History Project, Smithsonian  
Leon Stout, Penn State University

B. New Technologies - Putting Theories into Practice

Part II of the series on EDP systems. This session will look at specific systems and discuss practical information with regards to the state of the art.

Chair: Stephanie Morris, National Immigration Archives, Temple Univ.  
Speakers: Adele Newburger, Baltimore Region Institutional Studies Center  
Richard Kessner, Archives of Appalachia, East Tennessee State University

C. Setting Archival Priorities

A carry-over session from Starting a Small Archives. An informal discussion to help new archivists define priorities in their institutions.

Chair: Robert Coley, Special Collections, Millersville State College  
Speaker: Fred Miller, Temple Urban Archives, Temple University

D. In-House Conservation

An exploration of basic storage and conservation problems found in archives with suggestions of a range of in-house solutions, including a phased conservation program, training of technicians, uses of polyester film, and storage of photographs, books, and pamphlets.

Chair: Robert Plowman, NARS-Philadelphia  
Speakers: Marilyn Weidner, Conservation Center for Art and Historic Artifacts  
Lois Olcott Price, Conservation Center for Art and Historic Artifacts

1:15-3:00

Lunch and Speaker

Speaker: John L. Kraft  
Historical Site Administrator, Ephrata Cloister  
Title: The Ephrata Cloister: a Unique Eighteenth-Century Communal Experience

3:15-4:30

SESSION GROUP III

A. In-house Conservation

A repeat of the earlier presentation.

B. Appraisal of Records

Although general principles of appraisal are applicable to all kinds of records, this session will focus in on the special problems associated with three distinct types: state and local governmental records, college and university records, and business records.

Chair: Edward Oetting, SUNY Albany Archives  
Speakers: Patricia Vanorny, Maryland Hall of Records  
Mary Elizabeth Ruwell, National Archives Records Service



C. Enlisting Interns and Volunteers

From the standpoint of archivists, interns, and volunteers, participants will discuss roles and expectations of each in the archival setting.

Chair: Rowland M. Baumann, Chief, Division of Archives and Manuscripts, PA Historical and Museum Commission

Speakers: Robert C. Morris, Head, Special Collections, Teachers' College, Columbia University, N.Y.  
Nancy L. P. Fortna, Assistant Archivist, PA Historical and Museum Commission  
Judy Hohmann, Associate Librarian, Bucks County Historical Society

D. Archives and the Law

This session will explore the issues of replevin, the meaning of laws such as the Privacy and Freedom of Information Acts with regards to business records, personnel files, private papers, etc.

Speakers: Peter Parker, Archivist, Historical Society of Pa.  
Allen Weinberg, Esq., Philadelphia City Archives

E. Public Programs: Administering for Impact

A discussion in a workshop setting of administrative procedures useful in developing outreach programs.

Speakers: Elsie Freivogel, Office of Educational Programs, NARS  
Kathleen Roe, NY State Archives

5:00-6:00

Reception

Heritage Center of Lancaster County, Penn Square  
Sponsored in part by Gaylord Bros., Inc.

Saturday, November 1

8:45-9:30

State Caucus Meetings

A. Security: The Most Basic Archival Function

Archival security varies widely from repository to repository although there are certain key elements in all situations - assets, vulnerability and threats. This session will deal with these elements in planning and evaluating archival security in stack areas, offices, and reading rooms.

Chair: Tim Walch, National Historical Publications and Records Commission

Speaker: Susan Davis, Schomburg Center for Black Culture

B. Preparing a Publication of Institutional Holdings

This session will deal with the concerns of the archivist who has aids of some kind, but no general guide. Participants will be asked to bring a list of basic descriptions of their collections so that specific questions can be answered.

Chair: Roger Ritzmann, NY State Archives

Speakers: Fred Miller, Temple Urban Archives, Temple University  
Bob Sink, Brooklyn Rediscovery Center



C. Basic Microfilming - The Realities of Putting Records on Film

Session will revolve around the basic questions one should consider before making the commitment to convert documents to microfilm for storage and usage.

Chair: Christopher Allen, Hall of Records Commission

Speakers: John A. Leith, NY State Archives  
Robert Wiley, Micor (Micrographics Corporation)

D. Archive/Library Relations

A discussion of the effects of library affiliation on archival operations in three different institutional settings. Concentration will be on the effects of this relationship in such areas as acquisition, description, reference, and staffing.

Chair: Roy H. Tryon, Balch Institute for Ethnic Studies

Speakers: Frank Zabrosky, Archives of Industrial Society,  
University of Pittsburgh  
Barbara Hearn, Winterthur Museum

E. Social Welfare Records

Certain factors about social welfare records render them unique. Discussion leaders will address the responsibility of saving records, the relationship between national headquarters and local units, and social welfare archives outside the originating institution.

Speakers: Ellen Eriksen, YMCA Archives  
Linda Henry, National Council of Negro Women

11:15-1:30 Brunch and MARAC Business Meeting

1:45-3:00 SESSION GROUP V

A. Beginning a Records Management Policy in Your Organization

A basic discussion of the procedures in beginning a records management policy in your organization.

Chair: Tom Mills, NY State Archives

Speakers: Rev. Lawrence McDonnell, Archives of the Paulist Fathers  
John M. Clayton, Jr., University Archivist, Univ. of Delaware

B. Historical Photographs and the Nitrate Problem

A slide show on the care and handling of nitrate film will be presented and discussion leaders will entertain questions about other types of historical photographs.

Chair: Ken Finkel, Curator of Prints, The Library Company of Philadelphia  
Speaker: Todd Weseloh, Canal Museum, Syracuse

C. Developing a Microfilm Project

A presentation by a microfilm editor and a microfilm publisher on the "ins" and "outs" of developing and producing a quality microfilm publication.

Chair: Diane Rosenwasser, Memorial Sloan-Kettering Cancer Center  
Thomas E. Jeffrey, Assistant Editor, Thomas A. Edison Papers  
TBA



D. Archives in an Institutional Setting - Public and Private

Problems develop when archives are part of a bureaucratic structure in both public and private sectors. Representatives from each will discuss ways to deal with organizational structure.

Chair: Claudette John, INA Archives

Speakers: Bruce Dearstyne, NYS Archives  
Ann Van Camp, Archivist, Chase Manhattan Bank, N.Y.

E. Sources for Funding

Several development specialists will discuss funding programs, guidelines and priorities in obtaining support for archival projects.

Chair: Gail Stern, formerly Associate Director for Program Management,  
Public Committee for the Humanities in Pa

Speakers: Kathy McGill, Development Office, The Franklin Institute  
Dennis J. Clark, Executive Director, Samuel S. Fels Fund



## MARAC - FALL 1980 - Room Assignments

Time	Franklin Room	Marshall Room	Buchanan Suite A	Lincoln Suite A	Lincoln Suite B
Thursday	6:00 p.m. - Steering Committee Meeting 7:30 p.m. - BRISC presents "Baltimore Voices" Hans Herr Suite				
Friday a.m. 9:00 - 10:00	Keynote Address - Tom Hickerson: A National System for Archival Information: Problems and Prospects Lancaster Room				
10:15 - 11:30	I. C. New Technologies: Themes and theories	I. A. Starting a Small Archives	I. B. Finding Aids	I. D. Conservancy: Legal Aspects	
p.m. 11:45 - 1:00	II. B. New Technologies: Putting Theories...	II. A. Oral History Records	II. C. Setting Archival Priorities	NEH Drop in	II. D. In-house Conservation
1:15 - 3:00	Lunch and Speaker - John L. Kraft: The Ephrata Cloister: a Unique Eighteenth-Century Communal Experience Lancaster Hall				
3:15 - 4:30	III. B. Appraisal of Records	III. D. Archives and the Law	III. C. Enlisting Interns and Volunteers	III. E. Public Programs: Administering for Impact	III. A. In-house Conservation
5:00 - 6:00	Reception Heritage Center of Lancaster County, Penn Square				
8:30	Halloween Party Hans Herr Suite				
Saturday a.m. 8:45 - 9:30	Pennsylvania	New Jersey and Maryland	New York and West Virginia	Washington	Virginia and Delaware
9:45 - 11:00	IV. C. Basic Microfilming	IV. B. Preparing a Publication of Institutional Holdings	IV. A. Security: the Most Basic Archival Function	IV. D. Archive/ Library Relations	IV. E. Social Welfare Records
p.m. 11:15 - 1:30	Brunch and MARAC Business Meeting Lancaster Room				
1:45 - 3:00	V. B. Historical Photographs and the Nitrate Problem	V. A. Beginning a Records Management Policy	V. C. Developing a microfilm project	V. D. Archives in an Industrial Setting	V. E. Sources for Funding

Hospitality Suite, Room 601, opens at 3:00 p.m. Thursday and 8:30 p.m. Friday